

**National Oceanic and Atmospheric Administration
Rotational Assignment Program Opportunity**

Occupational Category:

Managerial X Technical____ Analytical____

Administrative____ Clerical/Support____ Other____

Level of Responsibility: GS 13/14 Pay Band ____ WG/WM ____

Duration: 3 months ____ 6 months X Other____

Timeframe: 1st quarter__ 2nd quarter__ 3rd quarter X 4th quarter X

Title of Assignment: Special Assistant to NOAA Leadership Council

Assignment Objective:

To assist the Chief of the NOAA's National Weather Service (NWS) Office of Climate, Water and Weather Services (OCWWS), Training Division (TD) with the coordination and implementation of national training policy for all NOAA employees, including management, leadership and team training, as well as the advancement of adult learning objectives throughout NOAA. The participant will gain valuable experience in aspects of major program coordination at the national level.

Description of Tasks:

The participant will take a lead role in the creation of NOAA's Training Plan via participation on the NOAA Training Council. The TD Chief serves as chair of this Council. The participant will also serve as Special Assistant to the TD Chief on high-level issues relating to NWS Training, Requirements and Performance/ Awareness which impact NWS coordination and operations.

Special Requirements and Selection Criteria:

The assignment calls for a detail oriented person who possesses excellent communication and writing skills, and enjoys a fast-paced working environment which calls on multiple skill sets each day. A background in training, education or program management will be helpful.

NOAA Line/Staff Office: NWS, OCWWS Training Division

Point of Contact: Dr. Percy Thomas, 301-713-0280, ext. 178, percy.thomas@noaa.gov

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Title of Assignment: Science, Education and Training Coordination

Assignment Objective:

To assist NOAA's National Weather Service (NWS) Office of Climate, Water and Weather Services (OCWWS), Training Division (TD) with the coordination and implementation of national training activities and the advancement of adult learning objectives throughout the NWS. The participant will gain valuable experience in aspects of major program coordination at the national level.

Description of Tasks:

The participant will take a lead role in the creation of the TD's FY 04 NWS Implementation Plan for Training; will coordinate organizational development and adult learning issues within the NWS; will evaluate currently available training courses; and will work directly with a contractor with the goal of optimizing TD organizational structure, enhancing written and verbal organizational communications, and ensuring effectiveness of current training delivery methods.

Special Requirements and Selection Criteria:

The assignment calls for a detail oriented person who possesses good communication and writing skills, and enjoys a fast-paced working environment which calls on multiple skill sets each day. A background in training, education or program management will be helpful.

NOAA Line/Staff Office: NWS, OCWWS Training Division

Point of Contact: Eli Jacks, 301-713-0280, ext. 124, Elliott.jacks@noaa.gov

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Timeframe: 1st quarter 2nd quarter 3rd quarter X 4th quarter X

Title of Assignment: Special Assistant to Office Executive Management Team for Services

Assignment Objective:

To assist NOAA's National Weather Service (NWS) Office of Climate, Water and Weather Services (OCWWS) Executive Management Team, This position would serve as Executive Officer function to the Special Assistant overseeing the six divisions and branches: Marine Services, Aviation Services, Public and Fire Weather Services, Climate Services, Hydrology Services and Observing Services.

Description of Tasks:

The participant will take a lead role in coordinating issues and special projects with the OCWWS Service programs by working directly with an OCWWS Senior Executive; will gain valuable experience in preparing decision briefing packages for the NWS Corporate Board and Assistant Administrator; will coordinate directly with GS-15 first and second line supervisors in finalizing executive correspondence and special issues, and will coordinate interline office and interagency issues for OCWWS.

Special Requirements and Selection Criteria:

The assignment calls for a detail oriented individual who is adept at juggling multiple tasks with differing due dates. The person must have excellent written and oral communication skills and interpersonal skills.

NOAA Line/Staffoffice: NWS, OCWWS, Executive Management Team

Point of Contact: LeRoy Spayd, 301-713-0280x121 leroy.spayd@noaa.gov